

JOINT FUNDING
Effective Date: 1/6/95

I. PURPOSE

Many youth and families are served by more than one Division of the Department of Services for Children, Youth and Their Families. Some of these services involve the utilization of contractual resources. This is particularly true in placement situations.

The Department and each of its divisions is committed to maximizing resources in order to provide the best possible services to the youth and families in need. Each division should take appropriate steps to minimize, avoid and recover costs. The intent of this policy is to specify how costs will be shared by divisions, after all cost avoidance and cost recovery efforts have been implemented.

II. POLICY

Decisions regarding funding for services are made as part of service planning. Each of the Divisions has their own policies and procedures for making these determinations. Nothing in this policy should be interpreted as changing how Divisions make their cost allocation decisions. Each Division will continue to maintain its own policies and procedures.

III. PROCEDURES

When it is determined that joint funding is appropriate the following will apply:

- A. Each Division Director shall designate, in a memorandum to the Director of Management Services, the staff empowered to commit the Division's funds. Only the staff so authorized by Division Directors can enter into a joint funding authorization agreement. Amendments to the list must be made by Division Directors.

Whenever more than one Division is involved in a case, the staff working on that case will follow Department Policy 201, Coordinated Case Planning. As part of this case planning, the staff may need to seek authorization for funding. Staff in each Division will pursue that

funding within their own Divisional guidelines. When it appears appropriate, staff should propose joint funding.

- B. If two or more Divisions agree on joint funding, the joint funding authorization form should be completed. (See Attachment I)
 - 1. The form should be completely filled out and clearly indicate how the cost will be divided.
 - 2. All known costs should be designated on the form.
 - 3. The agreement will not be binding in regard to costs which are unknown and unanticipated at the time the agreement is made. If such costs do occur any signatory to the agreement may ask that the agreement be amended to reflect the new costs.
 - 4. Any disputes will be resolved using the established dispute resolution methods. A joint funding authorization agreement will not be considered finalized unless the form has been signed by an authorized staff person from each involved Division.
 - 5. A representative of the division which has the contract to be utilized will send a copy of each form to the Fiscal Administration Officer in the Division of Management Services. The Division of Management Services will keep a record all shared funding agreements.
- C. If agreement cannot be reached regarding joint funding , the dispute resolution process outlined in Department Policy 201 should be followed. The dispute may involve determination of which Divisions are responsible and/or how the cost should be divided. Once the dispute has been resolved, if the resolution includes joint funding, the joint funding authorization form will be completed.
- D. Once a joint funding agreement is in place:
 - 1. Costs will be shared in the manner documented in that agreement until an amended agreement is completed or this service ends. Vendors will send only one bill and will not be responsible for dividing bills.

2. Any signatory to a joint funding agreement can ask for a review of that agreement at any time. The review will include all of the Divisions which are party to the agreement.
 3. If a dispute exists regarding how the agreement should be modified, the dispute will be resolved by following Policy 201.
 4. If an agreement can be reached regarding a modification, a new joint funding agreement will be completed. The initial agreement will stay in place and be followed until a new agreement is completed.
 5. No Division may unilaterally withdraw from a joint funding agreement.
- E. All cases which are joint funded at the date of the Secretary's signature of this policy shall become the subject of joint funding agreements. All new cases requiring joint funding following implementation of this procedure shall have joint funding agreements completed prior to initiation of the service. However, in emergency circumstances the joint funding agreement can be completed after initiation of services necessary to address the emergency.

ATTACHMENT

I

JOINT FUNDING AUTHORIZATION

Child's Name: _____

Date of Birth: _____

Case Number: _____

Division	Case Manager	Funding Responsibility? (Yes/No)

Resource: _____

Address: _____

Per Diem: \$ _____ **Other Costs?** _____

Effective Date: _____

Amount or %	IPU	APU	Contract #	Authorized Signature and Date

Comments: